- A. Unless otherwise noted, "The Owner" refers to the persons, organization and/or business entering into an agreement with the Contractor to execute the Work indicated in the Contract Documents. "The Landlord" refers to the person, organization and/or business that owns or is responsible for managing the property on which the Work is to be executed. The Contractor's responsibilities to each party are described in the specifications and documents below.
- B. The "Work" includes Owner improvements to an existing tenant space and includes new partitions, finishes and modifications to HVAC, plumbing, electrical, and fire protection systems.
- C. Owner-supplied items include:
- Furniture
- Appliances Equipment
- Data and telephone cabling and equipment
- Security system and equipment Computer cabling and equipment
- D. Permits and Inspections
- The Contractor is responsible for obtaining all necessary permits required to perform the Work.
- 2. The Contractor is responsible for inspections required for the jurisdiction in which the Work is performed. Verify with local regulatory agency exact number, type and schedule of inspections required for the Work prior to commencing with the Work.
- 3. The Contractor shall provide the Owner with documentation and scheduling necessary for Occupancy Permit
- The Building Permit will be obtained by an agent of the Owner.
- 1. The AIA "General Conditions of the Contract for Construction" AIA Document A201, 1997 edition, published by the American Institute of Architects, hereinafter referred to as "General Conditions", is hereby made part of the Contract Documents, the same
- 2. The Contract Documents consist of the following:
- a. Owner-Contractor Agreement ("The Contract") b. General Conditions
- Drawings as dated in agreement ("The Drawings")
- Addenďa e. Modifications
- 3. The Contract Documents are instruments of service and shall remain the property of the Architect whether the project for which they are prepared is executed or not. The Contract Documents are not to be used by the Owner, Landlord or Tenant for other projects or extensions to the project nor are they to be modified in any manner whatsoever except by agreement in writing and with appropriate compensation to the Architect.

01025 MEASUREMENT AND PAYMENT

- A. Prior to commencing with the Work, the Contractor shall submit to the Architect the following information:
- 1. A Schedule of Values indicating the components of Work listed in sufficient detail to the satisfaction of the Architect and the Owner to serve as a basis for computing values for Applications for Payments during construction.
- 2. A construction schedule for the Work in bar chart form. This schedule will be used as the basis for evaluating progress of the Work and Applications for Payments.
- B. The above schedule will be used as the basis for evaluating progress of the Work and Applications for Payments.
- C. Applications for Payment shall use AIA Document G702. Applications are to be notarized and bear the signature of an authorized
- D. Only approved Change Orders are to be indicated on Applications for Payment.

01030 ALTERNATES AND UNIT PRICES

- A. The Contractor shall provide pricing for all alternates indicated in the bid form.
- B. The Contractor shall provide Unit Pricing for items identified in the bid form.
- C. The Owner reserves the right to reduce or increase the total Scope of Work by accepting any of the Alternates or added/deleted Unit

01035 SUBSTITUTIONS

- A. The Contractor's bid shall be based on providing all specified items. Substitutions shall be considered only under the following
- 1. The specified item is accompanied by the words "equal to". References to makes, brands, models, etc., is to establish type and
- 2. The item is shown to have a prohibitively long lead time.
- 3. An item of equal appearance and equal or greater quality to the specified item can be provided at substantial savings to the
- B. Substitutions shall be considered by the Architect for acceptance under the following procedure.
- 1. The Contractor shall make all requests for substitutions within seven (7) days of contract award.
- 2. The Architect requires seven (7) days for review of the Contractor's request for substitution.
- 3. The Contractor's request for substitution shall include product information and samples as deemed necessary by the Architect of both the specified item and proposed substitution. Characteristics of both products shall be clearly identified for the Architect's

01040 COORDINATION

- A. Coordination with Base Building and other Building Tenants:
- Exercise extreme care and precaution during construction of the Work. Schedule Work to minimize disturbances to adjacent spaces and/or structures and their occupants, property, public thoroughfares, etc.
- The Contractor shall take precautions and be responsible for the safety of building occupants from construction procedures. The Contractor shall be responsible for any overtime costs incurred thereby.
- 2. The Contractor shall be required to meet all Landlord requirements for construction.
- 3. The Contractor shall coordinate with Landlord all Work required by the Tenant that occurs outside the Tenant space and is on or within the base building. The contractor is responsible for the installation and integrity of all penetrations required to the existing roof and for meeting all Landlord requirements.
- 4. The Contractor shall review the base building Contract Documents and shall comply with base building requirements and design
- 5. Prior to drilling slab penetrations, the Contractor shall do the following:
- a. Clearly identify location of slab penetrations for Architect's review. b. Coordinate with existing conditions below slab to insure no conflicts with existing ductwork, sprinkler piping, ceiling
- b. X-ray proposed slab penetration locations to identify structural conflicts as required by Landlord.
- B. Coordination with Owner- Supplied items:
- 1. Make necessary provisions for items to be furnished or installed by Owner as indicated on the drawings. Such provisions include, but are not limited to, plumbing & electrical requirements.
- 2. Provide protection for Owner-supplied items until completion of the project.
- 3. The Contractor is to include the installation cost of Owner-supplied items unless otherwise noted.
- 4. Any ambiguity or need for clarification regarding scope of Work related to Owner-supplied items is to be reviewed with the Architect prior to commencing with the Work.
- 5. Telephone and data work shall be coordinated by the Contractor with Owner's representative.
- 6. Security system work shall be coordinated by the Contractor with Owner's representative.
- C. Cut and fit components for alteration of existing work and installation of new work. Patch disturbed areas to match adjacent materials and finishes.
- D. Prior to construction, the Contractor shall verify that no conflicts exist in locations of any mechanical, telephone, electrical, plumbing and sprinkler equipment (to include piping, duct work, structural members and conduit) and that required clearances for installation and maintenance of above equipment are provided. Elements in conflict shall be determined and reviewed with Architect for
- E. Contractor shall order and schedule delivery of materials in ample time to avoid delays in construction. If an item is found to be unavailable or have a long lead time, the Contractor shall notify Architect within seven (7) days of contract award.

01060 REGULATORY REQUIREMENTS

- A. The Work shall comply with applicable codes, amendments, rules, regulations, ordinances, laws, orders, approvals, etc., that are required by public authorities. In the event of conflict, the most stringent requirements shall govern. Requirements include, but are not necessarily limited to, the currently applicable editions or publications of the following:
- International Building Code 2000
- DC Construction Code Supplement of 2003 International Mechanical Code 2000
- International Plumbing Code 2000 International Fire Code 2000 NFPA National Electrical Code 1996
- B. Install building standard fire extinguishers and cabinets where required by applicable codes as directed by the Architect (Provide and install any additional code-required fire extinguishers and cabinets where directed by code officials and/or the Architect).

- A. Within seven (7) days of the contract award, the Contractor shall submit to the Architect a schedule of all submittals identifying estimated date of submission. Submittals shall include but are not limited to:
- Carpet seaming diagram
- Doors, frames, and hardware
- Metals Millwork
- Equipment Appliances
- Mechanical equipment, diffusers, grilles, devices, etc. 0. Electrical equipment, light fixtures, controls, devices, etc.
- 11. Plumbing equipment, fixtures, devices, etc. 12. Sprinkler plan
- B. Preparation of submittals shall be as follows:
- 1. Submit one (1) reproducible copy and two (2) prints of each shop drawing.
- 2. For catalog cuts, brochures, and other standard printed or published product data, submit number of copies needed by Contractor, plus two (2) copies to be retained by Architect.
- 3. The Contractor shall submit a minimum of three (3) samples of finishes. The Architect shall retain two (2) samples of finishes for record and return a minimum of one sample to Contractor
- C. The Contractor shall provide manufacturer's specifications, installation instructions, shop drawings and samples for review and approval prior to ordering or proceeding with the Work. No construction shall proceed until submittals are approved.
- D. Contractor shall allow five (5) working days for the Architect and Consultants to the Architect to review submittals. All submittals not reviewed directly by the Architect, but rather Consultants to the Architect, shall be submitted simultaneously to both the Architect and the Consultant and shall be noted as such. The Contractor shall not proceed with work until both Architect and Consultant have approved the submittal. No extension of the contract time will be granted because of failure to provide submittals for the Architect's
- E. The Architect reserves the right to reject any and all items installed without prior review and approval by the Architect.
- F. Refer to specified items for specific submittal requirements

01400 QUALITY CONTROL

- A. Dimensions and Tolerances
- 1. Do not scale drawings; dimensions govern. Verify dimensions with field conditions. If discrepancies are discovered between field conditions and drawings or between drawings, contact the Architect for resolution before proceeding.
- 2. Horizontal dimensions indicated are to/from finished face of construction, except as noted.
- 3. Vertical dimensions are from top of floor slab, except where noted to be from above finished floor (AFF), as measured from the high point of the slab. Contractor to notify the Architect when deviation is greater than allowed in note 4 below.
- 4. Floor Tolerance: The Contractor is to immediately verify slope and report any deviation over a 1/4 inch slope in 10 feet to the Architect prior to commencing Work. The Contractor shall be responsible for leveling all areas to achieve a slope deviation of less than 1/4 inch slope in 10 feet. The Contractor shall ensure an absolute level floor under all swinging and sliding doors.
- 5. Dimensions are not adjustable without approval of the Architect unless noted (±).
- 6. Dimensions indicated to be "clear' or "clr" shall be maintained. Any discrepancies or variations in these dimensions shall be reviewed with the Architect before beginning construction.
- Any dimension noted "Verify" or "VIF" must be reviewed with the Architect before beginning construction.
- 8. The Contractor shall continuously check Architectural and structural clearances for accessibility of equipment and mechanical and electrical systems. No allowance of any kind will be made for the Contractor's failure to foresee means of installing equipment into position inside structures.
- B. Observation of Work:
- 1. The Architect, acting as the Owner's designated agent for design of this project, will exercise sole authority for determining conformance of materials, equipment and systems with the intent of the design. Review and acceptance of items proposed by Contractor for incorporation into the Work will be by the Architect. This function of the Architect will apply both to Contract as initially signed, and to the changes to Contract by modification during progress of Work.
- 2. If at any time before commencement of Work, or during progress thereof, the Contractor's methods, equipment or appliances are inefficient or inappropriate for securing quality of Work, or rate of progress intended by Contract Documents, the Owner may order the Contractor to improve their quality or increase their efficiency. This will not relieve the Contractor of his sureties from their obligations to secure quality of Work and rate of progress specified in contract.

C. Reference to Standards:

- 1. Materials and workmanship specified by reference to number symbol, to title of a specification such as commercial standards, federal specification, trade association standard, or other similar standard, shall comply with requirements in latest edition or revision thereof and with any amendment or supplement thereto in effect on date of origin of this project's Contract Documents. Such standard, except as modified herein, shall have full force and effects as though printed in Contract Documents.
- 2. The Contractor shall waive "Common Practice" and "Common Usage" as construction criteria wherever details and Contract Documents or governing codes, ordinances, etc., require greater quantity or better quality than common practice or common usage would require.
- D. Existing Conditions:
- 1. The Contractor shall be responsible for checking Contract Documents, field conditions, and dimensions for accuracy and confirming that Work is buildable as shown before proceeding with construction. Clarification regarding any conflicts shall be received prior to related Work being started.
- 2. The Contractor shall notify the Owner in writing of any deficiencies in base building construction prior to the commencement of this Work. Any unreported deficiencies will become the responsibility of the Contractor to correct.
- E. In the event of conflict between the Drawings and the Specifications, the Specifications shall govern. Detail drawings take precedence over drawings of larger scope. Should the Contractor at any time discover an error in a drawing or specification, or a discrepancy or variation between drawings, or a discrepancy or variation between dimensions and measurements at site, or lack of dimensions or other information, the Contractor shall not proceed with the Work affected until clarification has been made.
- The Contractor shall coordinate and review the layout and exact location of the items listed below in the field prior to construction. Any conflicts that arise shall be brought to the Architects attention in writing for resolution prior to proceeding with construction: Partitions
- Core drill locations
- Electrical/telephone outlets Thermostats
- Light switches Light fixtures
- Changes in ceiling plane, and other ceiling features VAV boxes, supplemental AC units and other mechanical, electrical, or plumbing items requiring ceiling access or affecting

Contract Documents, the Contractor shall notify the Architect, in writing, immediately, to resolve discrepancies prior to proceeding.

- G. The Contractor shall follow manufacturer's recommended specification & installation procedures. If these are contrary to the
- H. Only new items of recent manufacture, of the highest quality, free from defects, will be permitted on the Work. Rejected items shall be removed immediately from the Work and replaced with items of the quality specified. Failure to remove rejected materials and equipment shall not relieve the Contractor from the responsibility for quality and character of items used nor from any other obligation imposed by the Contract.
- I. The finished Work shall be firm, well anchored, in true alignment, plumb, level, with smooth, clean, uniform appearance without waves. distortions, holes, marks, cracks, stains, or discoloration. Jointings shall be close fitting, neat and well scribed. The finish work shall have no exposed unsightly anchors or fasteners and shall not present hazardous, unsafe corners. Work shall have the provision for expansion, contraction, and shrinkage as necessary to prevent cracks, buckling and warping due to temperature and

J. Attachments, connections, or fastenings of any nature are to be properly and permanently secured in conformance with best practice

Contractor. They do not illustrate every such detail. K. No Work defective in construction or quality or deficient in any requirements of drawings and specifications will be acceptable in consequence of the Owner's or Architect's failure to discover or to point out defects or deficiencies during construction; nor will presence of inspectors on Work relieve the Contractor from responsibility for securing quality and progress of Work as required by the Contract.

Defective Work revealed within required time guarantees, as specified in the Contract, shall be replaced by Work conforming with the

and the Contractor is responsible for improving them accordingly. The drawings show only special conditions to assist the

intent of the Contract. No payment whether partial or final, shall be construed as an acceptance of defective Work or improper materials

CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- A. The Contractor is responsible for and shall provide protection for any existing finishes including elevators, lobbies, stairs, and corridors of the
- B. The Contractor shall protect existing base building window coverings.
- C. The Contractor shall patch and repair fireproofing damaged or removed during performance of the Work. Fireproof new penetrations
- D. Debris shall be removed from the site on a daily basis. Upon completion of the Work, remove debris from the site created by the Work provided under the Contract and leave areas clean.
- E. The Contractor shall be required to maintain a job site telephone and fax machine.

- A. When the Contractor considers that the Work is substantially complete, the Contractor shall prepare and submit to the Architect a list of items to be completed or corrected. The Architect shall visit the site to determine the status of completion and amend the Contractor's list as required. Upon the Contractor's stated completion of the items listed to be completed or corrected, and prior to final payment, the Architect shall perform a final inspection of all items listed. Failure to complete listed items, as determined by the Architect, shall require additional site visits as needed by the Architect to determine final completion. The cost of any additional site visits shall be billed hourly based on the
- Architects published hourly rates and shall be deducted from the Contractor's final payment. B. The following items shall be submitted to the Owner by the Contractor before requesting final payment:
- Complete release or waiver of liens documentation shall be notarized and signed.
- 2. Certificates of inspection approvals for required occupancy permit and similar approvals or certifications by governing authorities, assuring the Owner's full access and use of completed Work.
- 3. A notebook containing warranties, bonds, guarantees, affidavits and certificates required by the Contract Documents. Include any operating and cleaning instructions for appliances, materials, finishes, systems and equipment installed as part of the Work.
- C. Final Cleaning: Remove protective coatings, coverings, any tags, labels or other markings from materials fixtures and equipment. Clean wall, floor and ceiling surfaces including trim, outlet and switch plates, windows, window sills, and window treatments. Clean plumbing fixtures to a sanitary condition.

DIVISION 2 — SITEWORK

SELECTIVE DEMOLITION

- A. Extent of demolition is indicated in the Drawings.
- B. Protect finishes indicated to remain during demolition.
- C. Following demolition, base building partitions should be cleaned and prepared for proposed tenant construction per review of Architect and the Contractor. Surfaces indicated as existing to remain shall be restored to like-new condition. Surfaces indicated as existing to remain and to receive new finishes shall be properly prepared to receive indicated finishes.
- D. Prior to demolition, the Contractor shall schedule a meeting with the Owner and the Architect to review all items to be salvaged. Salvaged items may not necessarily be indicated for reuse. Salvaged items may include:
- Doors, frames, and hardware. Lay-in ceiling panels and ceiling grid.
- All glass entrance system components
- HVĂC diffusers, grilles, equipment and controls Electrical equipment, lighting fixtures and controls
- E. Extent of items to be reused is indicated in the Contract Documents. Dispose of remaining items determined not to be salvaged in a safe, clean, manner and in accordance with local, state and federal regulations.
- F. Make safe abandoned electrical conduits.
- G. Terminate abandoned plumbing at entry to tenant space.

DIVISION 3 — CONCRETE

CEMENTITIOUS DECKS AND TOPPINGS

- A. Where leveling or patching of existing concrete floor is required either because surface of slab is not within required tolerance or because resurfacing is required for installation of specified finish, use a self-leveling cementitious topping as indicated below.
- B. Acceptable Products: a. Ardex Inc. - K-15 Self-leveling Underlayment b. W.R. Bonsal Co. - Self-leveling Underlayment
- C. Surface Preparation: 1. Subfloors shall be solid, thoroughly cleaned, free from wax, grease, latex compounds, curing compounds, dust, and other similar foreign
- 2. Cracks and penetrations shall be patched to prevent seepage or leaking of topping.
- 3. Toppings shall not be applied over gypsum, asphalt, hot patches, waterbase adhesives, and most kinds of lightweight concrete. 4. Surfaces scheduled to receive underlayment topping shall be primed using a suitable primer, as recommended by underlayment

DIVISION 5 — METALS

- METAL FABRICATIONS
- A. Submittals: Minimum of three (3) 3 1/2" x 12" samples of metals indicated in the finish schedule. B. All cold rolled steel shall match Architects sample and be prepared in the following manner (this metal is highly reactive and must be carefully cleaned and sealed. All work is to be performed while wearing rubber gloves or white cotton gloves to keep

4. Seal the metal with one mm thick of an matte finish automotive clear coat acrylic lacquer enamel.

- 1. Prepare surface with a light brushing to remove loose surface scale (leave most of scale on metal). 2. Clean carefully with an automotive metal conditioner (a degreasing agent). A clean rag must be used and changed
- The metal is to be pickled.

frequently to avoid accumulation of oil and grease on rag.

All materials used must be approved by Architect prior to construction.

DIVISION 6 - WOODS AND PLASTICS

- FINISH CARPENTRY
- A. Submittals: 1. Submit shop drawings and hardware catalog cuts of all millwork hardware for review by the Architect in accordance with the requirements of the Contract Documents. Shop drawings shall show the design and dimensions, and clearly indicate in large scale the construction of the various components, reinforcements, and all other pertinent data and information as required for construction. Any variation from the drawings must be clearly noted as a variation from the requirements. Fabrication of millwork shall not proceed until
- shop drawings have been reviewed by the Architect. 2. The contractor shall submit a minimum of three (3) 12" x 12" samples of all millwork finishes (including stone and metal) for approval. The Architect shall retain two (2) samples of finishes for record and return a minimum of one sample to Contractor. In circumstances as appropriate, size of samples may be reduced if requested in writing by Contractor and approved by Architect prior to submission.
- inishing of millwork shall not proceed until samples have been reviewed. 3. The Contractor shall provide the Architect with anticipated delivery date for all millwork. The Contractor shall continue to monitor in
- writing the anticipated delivery dates until all finish materials have been received.

B. Verification of Existing Conditions:

- 1. Before proceeding with the millwork, the Contractor is to obtain field measurements, verify dimensions, and provide shop drawings and details to ensure an accurate fit. Any variance found in the field must be brought to the attention of the Architect prior to fabrication. It is the responsibility of the Contractor to coordinate with the millwork subcontractor any revisions or clarifications issued by the Architect.
- 2. The Contractor shall provide field layout of all work and report any discrepancies to the Architect.
- C. Execution of the Work:
- 1. The method of manufacturing, fabricating and installing millwork and equipment and its structural components defined in the Contract Documents is representative and indicates design intent only. If the materials, details or dimensional properties are at variance with the Contractor's or manufacturer's recommendations, alternate details will be considered for review when shop drawings are submitted in accordance with the Contract Documents. It shall be the responsibility of the Contractor to guarantee that the millwork and equipment will have proper support, stability, and fault-free performance. All work shall conform to Architectural Woodwork Institute (AWI)
- he Architect in writing with stated reasons and proposed substitutions. 3. Millwork indicated to have transparent finishes shall be constructed according to AWI standards for premium grade construction.

2. It is the intent of the Architect that the hardware represent the highest quality and lasting durability for its specific function. If, in the

opinion of the Contractor, the hardware indicated on the drawings does not represent the above-stated intent, the Contractor shall notify

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